



December 11, 2014

IOWA BULLETIN NO. IA360-15-6

SUBJECT: PER – EMPLOYEE PERFORMANCE RECOGNITION

**ACTION REQUIRED BY: DECEMBER 31, 2014**

**PURPOSE.** To provide all managers/supervisors with information necessary to nominate their employees for recognition for Fiscal Year (FY) 2014 performance.

**EXPIRATION DATE.** September 30, 2016

Performance Bonus Awards are lump-sum payments for recognition of accomplishments as documented in employees' annual performance plans and based on employees' most recent rating of record. This year I intend to recognize those employees who received performance ratings of Superior or Outstanding.

In accordance with National Bulletin, NB-360-15-8, PER – Guidance on Fiscal Year 2015 General Schedule (GS), dated December 5, 2014, we are providing you with the following guidance:

- Iowa will ensure that its spending on all performance awards and individual contribution awards does not exceed the maximum amount we have been allotted from NHQ.
  - The Assistant State Conservationist-Management and the State Budget Officer will provide an analysis and recommendation to me once all award nominations are received.
- All performance rating-based awards will require a written justification, no more than one (1) page in length, in addition to the accomplishments described within the employee's FY2013 performance appraisal. All written justifications must be forwarded to the attention of Christopher E. Knudsen, Human Resources Officer (HRO), by close of business on December 31, 2014. Field office managers will route their write-ups through their Assistant State Conservationist for Field Operations (ASTC-FO). The ASTC-FO's will submit their Area's write-ups to the HRO in one mailing. A template is attached for your use in developing the write-ups.

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- The write-up must include the following:
  - Description of accomplishments.
  - How they exceeded expectations.
  - The results.
- You will also need to ensure that the written justification addresses the following:
  - Is it reflective of the award level being recommended?
  - The period of time for performance (*should be for entire rating period*).
  - The name of the NRCS employee.
  - Explanation of accomplishments in terms of at least two of the following:
    - Improving quality.
    - Timely completion of project.
    - Overcoming adverse obstacles or unusual circumstances.
    - Using unusual creativity.
    - Saving the government time and or money.
    - Increasing program effectiveness.
  - Explanation of results in terms of at least one of the following:
    - Project acceptance.
    - Savings in time, money, and or material.
    - More efficient.
    - Effectiveness.
    - Technological advancement.
    - Productivity increase.
    - Improved levels of cooperation.

The Human Resources staff will prepare the AD-287-2 for those employees nominated for Performance Bonus Awards.

Please be aware that Performance Bonus Awards will not be approved for employees who received a rating of Superior or Outstanding if a written justification is not received by the HRO by December 31, 2014, unless prior approval for an extension is authorized by me.

If you have any questions, please contact Mr. Knudsen, HRO, at (515) 284-4587.



Jay T. Mar  
State Conservationist

Attachment

## Addendum to AD-287-2, Recommendation and Approval of Awards

NRCS Employee Name:

Employee Duty Station:

Time Period for Performance: October 1, 2013 – September 30, 2014

The employee's Fiscal Year 2014 summary performance rating was:

- ☒ Superior  
☐ Outstanding

Performance exceeded my expectations because (may be copied from Performance Appraisal if appropriate):

### The above write-up addresses the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Increased quality of work product          | <input type="checkbox"/> Unusual creativity                      |
| <input type="checkbox"/> Timely completion of project               | <input type="checkbox"/> Government savings in time and/or money |
| <input type="checkbox"/> Adverse obstacles or unusual circumstances | <input type="checkbox"/> Increased program effectiveness         |

### The above write-up includes an example of at least one of the following results:

- |  |   |
|--|---|
| <input type="checkbox"/> Project acceptance                      | <input type="checkbox"/> Improved effectiveness         |
| <input type="checkbox"/> Savings in time, money, and/or material | <input type="checkbox"/> Improved productivity          |
| <input type="checkbox"/> Improved efficiency                     | <input type="checkbox"/> Improved levels of cooperation |
| <input type="checkbox"/> Technological Advancement               |   |

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Level Supervisor's Signature

\_\_\_\_\_  
Date